

FSCS Professional Development Conference 2003
Do It By The Numbers
December 7-10, 2003
Westin Grand Hotel, Washington, DC

Minutes

Sunday, Dec. 07, 2003 - New State Data Coordinators

Carolyn Ashcraft welcomed those attending the New State Data Coordinators session.

Patience Frederiksen presented the SDC job description and reviewed the timeline: A day in the life of a SDC.

Bob Molyneux reviewed the roles of the partners: NCES, NCLIS, COSLA, ALA, Census, and IMLS.

Keith Lance presented an overview of the history of FSCS.

The Census Staff presented WinPLUS training with a review of the manual.

The get acquainted reception and t-shirt swap for all attending the conference was held at 5:30 pm.

Monday, December 08, 2003

First General Session:

NCES:

The Welcome and Introductions of the new SDC's was followed with presentations by the Partners.

Jeff Williams reported on the status of FY2002 data collection, the release of the 2001 data (ED Tabs released June 2003), and the various NCES library surveys (State Library Survey, Academic Library survey, School Library Media Center Survey and the 2001 Household Survey. Release of the data from the household survey is related to delays by the disclosure review board. Adrienne Chute will author a report of the results of the household survey.

Jeff Owings, Associate Commissioner, NCES, reported on the status of funding, the NCES commitment to continuation of the Public Library Survey, and the longitudinal survey of 10th graders.

CENSUS

Patty O'Shea reported on the status of the various surveys. The FY01 E.D.Tabs were mailed July 15. FY02 data has been received from all states but not all territories, edits are being

completed and it will be ready for adjudication shortly. FY03 WinPLUS was released November 17 with manuals mailed November 12.

IMLS

Mary Chute introduced Rebecca Danvers and Michele Farrell and reported on the reauthorization of IMLS and the IMLS Training Conference.

ALA

Carolyn Ashcraft reported that Mary Jo Lynch has retired and will be moving to Ann Arbor, Michigan. A letter from Mary Jo was included in the handouts.

COSLA

J. D. Waggoner reported on COSLA continuing concerns about timely release of data.

NCLIS:

On Tuesday, prior to the awards ceremony, Bob Willard reported on the status of the confirmation of new NCLIS Commissioners and the NCLIS meeting scheduled for Dec. 16-18.

The first general session concluded with the introduction of Hazel Williams (DB Consulting) and the recognition of the FSCS Steering Committee members present.

Calling Dr. Data, or the 10 commandments of Public Library Data: Bob Molyneux introduced Andrea Japzon, a guest who used FSCS data among other data in her dissertation. He reported on the progress in organizing FSCS data for used in time series analysis and 5 commandments and 8 observations about public library data. He demonstrated the NCLIS web site. Al Zimmerman encouraged all state libraries to establish links to this site.

Concurrent Sessions:

- Hands on with WinPLUS: Michael Freeman and Census staff.
- Data analysis and presentation: Alan Zimmerman, Wisconsin State Library
- Practical principles of web-based design: Cheryl Kirkpatrick, South Carolina State Library
- Using the NCES redesign web site and tools: Martha Reifschneider, Sierra Systems/NCES

Awards ceremony:

Eckard Award: Alan Zimmerman presented awards to Fred Neighbors (AL) and Keith Lance (CO) for their state library web sites.

Keppel Award: Carolyn Ashcraft presented the awards to 41 states and one territory (Virgin Islands). Photographs of first time recipients were taken with Carolyn Ashcraft, FSCS Chair; and representatives of the Partners.

Steering Committee candidates' forum:

Candidates for the two Steering Committee positions addressed the SDC's.

The three-year term currently held by Carolyn Ashcraft – Nominees: Ann Reed (OR) and Gerry Rowland (IA).

The two-year term created by the resignation of Fred Neighbors – Nominees: Dianne Carty (MA) and Lynn Shurden (MS). Dianne Carty's presentation was delayed until Tuesday morning, December 9, due to the blizzard in the northeast.

Review of recently passed data elements:

Keith Lance, Chair of the Data Elements Subcommittee reviewed the cycle for implementation of new data elements and led discussion of the data elements that passed in FY2003:

1. Legal Service Area Boundary Change.
2. Add Print Materials Expenditure, Electronic Materials Expenditure, and Other Materials Expenditures.
3. Add Capital Revenue.
4. Add Electronic Books, Databases and Current Electronic Serials Holdings.
5. Report Annual Number of Users of Electronic Resources.

December 9, 2003

Call to order 9am

Announcements:

- Jan Blakely (OK) distributed Christmas gift pens to all and displayed a sample of her collection of pens.
- Maria Hazapis (NY), who won drawing for the limousine ride at the Infomata Reception, invited anyone with same travel schedule to ride to the airport with her.
- Carolyn Ashcraft reminded SDC's to turn in evaluation forms and ballots.

Introduction of proposed new/changed data elements: Keith Lance

1. Reporting Period issues: Why are both a beginning and ending dates needed since it is for a 12-month period? Elaine Kroe reported the actual date, as well as month and year are needed.
2. Financial element (Capital Revenue by Source)
3. Financial element (Capital Expenditure by Type) issues:
 - a. How will the new data elements be used?
 - b. How to report operating fund expenditures for capitalized fixed assets?
 - c. How to handle one time grants?
 - d. SDC's were reminded that they are responsible for exercising judgment in interpreting definitions.
 - e. Make sure the word "major" is included in the definition.
4. Virtual Visits issues:
 - a. (CA) This is related to annual number of users of electronic resources (internal electronic users) and provides electronic users outside of library

- b. Question edit check: Some libraries may find the number of Virtual Visitors to be greater than number of visitors
 - c. Collection of this is dependent on “systems” people which may be a problem for smaller libraries.
 - d. Suggestion: Use software such as “WebTrend” to collect data.
- 5. Virtual Reference Transactions issues:
 - a. Should this be a subset of total reference transactions? - Yes
 - b. How should virtual reference programs such as 24/7 be handled?
 - c. How question is received may begin to show a trend
 - d. Where should telephone reference be reported?
 - e. How will the data be used?

ISSUE: Should Virtual Visits and Virtual Reference Transactions be defined into existing measurers or separated out?

- 6. Total Number of Programs
- 7. Number of Children’s Programs
- 8. Total Program Attendance

ISSUES:

- a. What is a program?
 - b. How to report Dial-a-story?
 - c. What about Literacy Program? Program VS Service.
 - d. How to handle community meetings and activities (non library related use of meeting rooms) held in the library but not sponsored by the library?
- 9. Library District issues:

Keith Lance will post the Census library district web site address and a comparison of FSCS data on Library Districts compared with Census data and look into who provided information to Census for their numbers
- 10. Contract-for-Services issues:
 - a. How does this impact on the FSCS definition for a Public Library?
 - b. Do we need a separate data element for the number of FTE staff provided by contract?
 - c. Adrienne Chute expressed concern about future tracking of the impact of inflation on library since a significant percentage of this has been related to staffing?
 - d. How will small libraries report contract for IT support?
 - e. Need to explain the difference between a contract employee and contracting for a service.
 - f. Contracts for attorneys and auditors should be reported as “other expenditures”
- 11. Other Operating Expenditures: Report hardware/software cost here.
- 12. Total Circulation & Circulation of Children’s materials:
 - a. Clear up the definition by incorporating the information currently in the note field.
 - b. How should the circulation of e-books be reported?

- c. Issue: NLS talking books housed in local libraries are not to be reported in Circulation – the circulation is reported to the “regional center”
- d. Issue: Use term audio books instead of talking books to avoid confusion with NLS talking books.
- 13. Library Director’s E-mail Address - delete
- 14. Library Director’s Fax Number – delete
- 15. Circulation Breakdown: External, Internal, E-book
 - a. Concern that libraries may be using automated systems to track a variety of library use and including this count as circulation.
 - b. SDC’s need to make it clear that libraries are to report circulation is of materials, not internal use of equipment and other services.

There was a discussion of encouraging the development of a survey of Cooperatives by having libraries provide the names of cooperatives membership.

To do:

1. Decide what the definition needs to include and what, if anything, is to be included as a note.
2. Why is DVD included in “Other Materials” instead of Electronic Books. (Audio Visual versus Electronic Information).
3. Discussion: Counting databases provided by State Libraries/Consortia VS not counting databases provided by State Libraries/Consortia. – no consensus determined.
4. Discussion: How to collect cooperative expenditure for electronic materials? - no conclusion.
5. Adrienne Chute suggested development of a list of Consortia by having libraries provide the names of consortia membership.
6. Debbie Wilson (DE): Explore collecting holdings provided through consortia agreement/State Library separately from holdings purchased by the library.
7. Analyze data received on Number of Users of Electronic Resources to see if any trend is developing.

Concurrent Sessions:

- Eckard Award Winning Websites – Alan Zimmerman
Alabama State Library: Fred Neighbors
Library Research Service: Keith Lance
- I know it when I smell it: Bob Molyneux
- GeoLib’s new Public Library Geographic Database (PLGDB) – how to mine and map the data: Christie Koontz and Dean K. Jue (Florida State Library)

Wednesday, December 10

SDC Caucus – 9am

Primary issues discussed were the timing and location of future Conferences.

Business Meeting

- Mentor session reports:

The economic conditions have impacted on state data collection resulting in limited printing and mailing, contracting out statistics, loss of staff, etc.

Rewards for local library submitting data include Dollars for Data (NE) and Dove Chocolate to the first 10 libraries reporting (ID).

Need to clarify the definition of Database VS Electronic Subscriptions.

Concern was expressed that COSLA has not provided direction regarding the need for a break-out of revenue by source or the need for other new data elements. Before adding new data elements SDC's would like to know how the data will be used to help libraries in their states.

The suggestion was to have the mentor sessions on the first day. Additional time is needed for Mentor sessions.

SDC's would like to be able to identify the new SDC's and the Steering Committee members easily (perhaps with something on the name tags). The SDC's also indicated that they would like to know who is registered to attend prior to getting to the meeting.

Suggestion: Include a flow chart showing the relationship of partners and a time line (flow chart) for the data.

Suggestion: Explain how SDC's are chosen to run for the Steering Committee.

Provide instruction about how to access to the data collection forms from other states. Notebooks are available for loan from Kim Miller. There was a suggestion of establishing links to state on-line forms.

Concern was expressed about the edits. SDC's wanted to know the historic perspective on response to edit checks. Some states expressed concern about the edit process – thought they had completed the edit checks and then heard of other checks. This was referred to the Data Collection Subcommittee.

The consensus was that the Mapping software is worthwhile and the SDC's went on record that this is a project that needs to be continued.

Suggestion: Highlight revisions to the definitions and to the edit changes. This will make it easier for SDC's to make sure they implement the changes.

It appears that most of the proposed data elements received at least 10 endorsements by States. Keith Lance asked for volunteers to write the "con" perspective for the ballot.

- Election results

Lynn Shurden (MS) was elected to fill the 2-year un-expired term vacated by Fred Neighbors. Term expires 2005.

Ann Reed (OR) was elected to fill the 3-year term formerly held by Carolyn Ashcraft. Term expires 2006.

- Final updates/reminders
J. D. Waggoner expressed concern regarding the large number of data elements.
Jeff Williams thanked SDC's for coming.

Next FSCS Professional Development Conference: December 5-8, 2003

- Pluses and minuses

Plus:

Jan Blakely (OK)
Heavenly bed and heavenly bath
Large tubs (large enough for a swim)
Location: nice walking area
Acoustics in meeting room
Work out room
Pre-payment for room
J. D. Waggoner's speech
Vendors present to discuss issues (Bibliostat – Infomata)
Content of Conference
Bob Molyneux – makes statistics fun
Breaking up the discussion of the data elements – structure good
Medical facility close by
A+ whole thing
Partners
Kim ++
Carolyn ++

Minus:

Absence of Mary Jo Lynch
No indoor swimming pool in the hotel
Need a process to explore getting rid of definitions – what is the maximum number of questions for a survey.
Move mentor session to beginning and repeat at the end.
Restaurant menu – vegetarian menu

Suggestion: Develop a plan for emergency (who to contact in case of emergency on registration form as well as an evacuation plan)

Adjourn 10:45am.

**FSCS Steering Committee Meeting
Westin Grand Hotel, Washington, DC
December 10, 2003**

Present were:

SDC's

Elected: Marianne Kotch, Chair, Carolyn Ashcraft, Patience Frederiksen, Fred Neighbors, Ann Reed, Lynn Shurden, Alan Zimmerman

Appointed: Darla Cottrill, Keith Lance, and Libby Law

COSLA: J. D. Waggoner

NCES: Adrienne Chute, Elaine Kroe, and Jeff Williams

NCLIS: Kim Miller, Bob Molyneux

CENSUS: Laura Hudgins, Cynthia Ramsey, Patty O'Shea

IMLS: No one present.

ALA: No one present.

Marianne Kotch called the meeting to order.

Patience Frederiksen was elected vice-chair.

The pairing of the subcommittee's was changed to use time more efficiently. Adrienne Chute expressed concern that the new pairing of subcommittees may make it difficult for her to effectively serve as advocate with other NCES offices.

Pairings are:

Data Use Subcommittee and Data Elements Subcommittee

Data Conference Subcommittee and Data Collection Subcommittee

Subcommittee Chairs and members were named:

Data Collection Subcommittee - Darla Cottrill, chair

Members: Michael Freeman, Laura Hudgins, Marianne Kotch, Elaine Kroe, Keith Lance, Libby Law, Bob Molyneux, and Cynthia Ramsey.

Data Conference Subcommittee - Patience Frederiksen, chair

Members: Ann Reed, Patricia O'Shea Lynn Shurden, J. D. Waggoner, Jeff Williams, and Al Zimmerman.

Data Elements Subcommittee - Keith Lance, chair

Members: Adrienne Chute, Patience Frederiksen, Libby Law, Cynthia Ramsey, Lynn Shurden, and J.D. Waggoner.

Data Use Subcommittee - Alan Zimmerman, chair

Members: Adrienne Chute, Darla Cottrill, Mike Freeman, Marianne Kotch, Bob Molyneux, and Cynthia Ramsey.

Alan Zimmerman discussed having the Steering Committee provide a letter supporting the continuation of the GeoLib (PLGDB) project. The consensus was that this should be done. A letter will be prepared.

There was a discussion of recognition of Mary Jo Lynch's contributions to the FSCS program. It was suggested that one of the sessions be identified as the Mary Jo Lynch Lecture. The committee expressed the need for continued representation from ALA.

Subcommittee reports were presented. (See Attached)

Steering Committee Objectives

Marianne Kotch will revise the list and send it to Steering Committee to members. More communication with SDC's is desirable.

Wrap Up:

March 8 -10 – Location to be announced (Note: March 10-11 StLAS Steering Committee)

June 7-9 – Location to be announced

September 13-15 - Location to be announced (Note: September 15-16 StLAS Steering Committee)

December 5-8 – Conference, Location to be announced

Data Collection

Chair: Darla Cottrill

Members: Michael Freeman, Laura Hudgins, Marianne Kotch, Elaine Kroe, Keith Lance, Libby Law, Bob Molyneux, and Cynthia Ramsey.

There was a discussion of the edit check follow-up procedures. After a thorough discussion the subcommittee decided it would be a good idea to share the information about the edit check process in a general session at the Conference. Possible topic for next conference: “Turn on the lights, there is no bogymen!” Issues are: (1) SDC is responsible for providing an explanation for each edit checks. (3) If the explanation is not clear there are follow-up contacts until the issue is clear. (3) False positive: if -1 changed to “0” it triggers an edit check but there is no edit check if “0” is changed to -1, (4) ESMPD research standard deviations need to be updated annually, (5) Edits that are not part of WinPLUS such as when the entire state response is “0” need to be incorporated into WinPLUS.

The schedule for sending revised edit changes to SDC’s is mid August. SDC’s would like for changes to edits to be highlighted so that it is easier for them to identify and implement the changes.

Is the “zip+4 needed? For GIS? For anything else? Many states expressed difficulty in getting this data. Consider dropping if not needed. Referred to Data Elements Subcommittee.

If there is no address for the library’s physical location, report the nearest crossroad intersection. (-1 is an acceptable response meaning “we do not know what it is”) Referred to Data Elements Subcommittee.

Anticipate release of 2002 data in July/August 2004.

Keith Lance will work with Bob Molyneux on an article about the improved timeliness of the FSCS data.

Survey states to identify what each is using to collect data.

Cynthia Ramsey will develop a report for the March meeting that should the following:

1. Number of edits by state
2. Number of edit follow-up by state
3. Number of post edit follow-up by state.
4. Examples of some of the responses that generate follow-up and post follow-up

The Data Collection Subcommittee is responsible for the identification of edit checks. This must be addressed at the March meeting.

Goals and Objectives:

Reality check on edit checks

Improved communication about the collection process

Article about improvement in FSCS process (Keith Lance and Bob Molyneux)

Data Conference Subcommittee

Chair: Patience Frederiksen

Members: Lynn Shurden, J. D. Waggoner, Jeff Williams, Al Zimmerman, Ann Reed, and Patricia O'Shea

The Subcommittee will do thank you letters to Cheryl Kirkpatrick, Dean Jue and Christie Koontz, Martha Reifschneider, and Cynthia Ramsey. Kim will send Lynn, J.D., Al, and Patience the FSCS Logo as a word document, so we can each write the letter assigned to us.

The subcommittee reviewed the plus/minus from the conference. Tentative plans are to have assigned seating on the first day in order to address the need to get each mentor's states together early in the conference. We need to introduce SDC's and Steering Committee Members the first day of the conference.

A handout about the roles and relationships of the partners (a flow chart) is needed and will be provided next year.

We need to continue providing hands on Training on WinPLUS and to Continue addressing technical issues. Other program ideas include:

- Excel & Access training
- Best Practices for on-line data collection, including a concurrent session for users of commercial software and software developed in-house by SLAA staff
- Geomapping as a general session
- Using the Census web site for population estimates
- A session on edit checks, or, how to pass the giggle test
- Schedule reception for Sunday evening

Suggestions

- Hold Mentor session on the first day with more time devoted to it.
- Identify new SDC's and Steering Committee members with special nametags.
- Post the list of those registered for the conference prior to the conference.
- Provide explanation of how SDC's are chosen to run for Steering Committee.
- Include emergency contact information as part of the registration

SDC's will be reminded that those invited to the conference are expected to attend the sessions. Also, visitors will be reminded that Mentor Sessions and Caucus Sessions are limited to SDC's. There was an issue with food, which needs to be addressed.

An attempt will be made to book the same hotel for next December.

Data Elements Subcommittee

Chair: Keith Lance

Members: Adrienne Chute, Patience Frederiksen, Libby Law, Cynthia Ramsey, Lynn Shurden, and J.D. Waggoner.

The Subcommittee decided proposed edit checks will not be included on the ballot.

The Subcommittee discussed significant issues that need to be addressed by the March meeting.

1. **Reporting Period: 14 endorsements.** The chief statistician's office requires a beginning date and an end data. It must be a 12-month period. Explore the possibility of automatically filling after the library reports the first time. What edit check will be generated? Reporting Period issues: Why both a beginning and ending date are needed since it is for a 12-month period? Elaine Kroe reported the actual date, as well as month and year are needed.
2. **Capital Revenue by Source: 13 endorsements.** Issue – insert the term “major” into each section and include existing text as a header.
3. **Capital Expenditures – 12 endorsements.** Note clearly that Capital Revenue and Capital Expenditures are not required to balance
 - a. How will the new data elements be used?
 - b. How to report operating expenditures for capitalized fixed assets?
 - c. How to handle one-time grants?
 - d. SDC's were reminded that they are responsible for exercising judgment in interpreting definitions.
 - e. Make sure the word “major” is included in the definition.
4. **Virtual visits – 16 endorsements; 1 negative.** Need guidance on how to get this for small libraries. Make it clear that this is Web based.
 - a. (CA) This is related to annual number of users of electronic resources (internal electronic users) and it provides electronic users outside of library.
 - b. Question edit check: number of Virtual Visitors may be greater than number of visitors for some libraries.
 - c. Dependent on “systems” people to collect may be a problem for smaller libraries.
 - d. Suggestion: Using software such as “WebTrend” to collect.
5. **Virtual Reference Transactions – 12 endorsements, 2 negative.** Make it clear that this is to include all virtual reference not just through formal programs such as 24/7. This may be something that is only needed for several years and may go away. How will the data be used? Does the value of the use justify the cost of collecting the data?
 - a. Should this be a subset of total reference transactions? – yes
 - b. How to deal with 24/7 virtual reference program issues?
 - c. How question is received may begin to show a trend.
 - d. What about telephone reference – where to count it?
 - e. How will the data be used?

- ISSUE: Should Virtual Visits and Virtual Reference Transactions be defined into existing measurers be reported separately?
6. **Total Number of Programs** - 17 endorsements
 7. **Number of Children's Programs** - 17 endorsements
 8. **Total Program Attendance** – 18 endorsements
#’s 6-8 Issues:
 - a. After a discussion about the definition of a program is that a program is an event.
 - b. How to report Dial-a-story?
 - c. What about Literacy Program?
 - d. How to handle community meetings and activities (non library related use of meeting rooms) held in the library but not sponsored by the library?
 9. **Library District** – 10 endorsements. There was a discussion of adding “taxing authority” to the proposed definition. Keith Lance will send the website address to the SDC’s so that they can compare their count with the Census count.
 10. **Contracts-for-Service** – 11 endorsements
 - a. How does this impact on the FSCS definition for a Public Library?
 - b. Do we need a separate data element for the number of FTE staff provided by contract?
 - c. Adrienne Chute expressed concern about future tracking of the impact of inflation on library since large percentage of this has been related to staffing?
 - d. Small libraries contract of IT support. How to report this?
 - e. Need to explain the difference between a contract employee and contract for service.
 - f. Contracts for attorneys, auditors should be reported as “other expenditures”
 11. **Other Operating Expenditures** – 15 endorsements. Make it clear that hardware and software expenditures are to be reported here.
 12. **Total Circulation & Circulation of Children's Materials** – 17 endorsements.
Issues:
 - a. Make it clear that NLS talking books are not be included in the circulation figures reported to FSCS.
 - b. Also address the issue of using the automated system to monitor services but not including these numbers as circulation.
 - c. Clear up the definition by incorporating the information currently in the note field.
 - d. How should the circulation of e-books be reported?
 - e. Issue: NLS talking books housed in local libraries are not to be reported in Circulation – the circulation is reported to the “regional center”
 - f. Issue: Use term audio books instead of talking books to avoid confusion with NLS talking books.
 13. **Library Director's Email address** –14 endorsements. delete
 14. **Library Director's Fax number** – 14 endorsements. delete

Patience Fredriksen will send revised policy & procedures to Keith Lance for the March meeting.

After a discussion about asking local libraries to provide the names of the cooperative memberships, the Steering Committee decided to refer the issue to the StLAS Steering Committee.

Other issues:

1. Clarify definition of Database and Electronic Subscription.
2. How to count NET Library – is it a subscription to one database or does the library count the titles?
3. How to count circulation of e-books: Each title? E-book reader?
4. Decide what the definition needs to include and what, if anything, is to be included as a note.
5. Why is DVD included in “Other Materials” instead of Electronic Books. (Audio Visual versus Electronic information).
6. Discussion: Counting databases provided by State Libraries/Consortia VS not counting databases provided by State Libraries/Consortia. – no consensus determined.
7. Discussion: How to collect cooperative expenditure for electronic materials? – no conclusion.
8. Adrienne Chute suggested development of a list of Consortia by having libraries to provide the names of consortia membership.
9. Debbie Wilson (DE): Explore collecting holdings provided through consortia agreement/State Library separately from holdings purchased by the library.
10. Analyze data received on Number of Users of Electronic Resources to see if any trend is developing.
11. Highlight changes to data elements/definitions so that it is easier for SDC’s to identify and implement changes.
12. Concern was expressed that COSLA has not provided direction regarding the need for a break-out of revenue by source or the need for other new data elements. Before adding new data elements SDC’s would like to know how the data will be used to help libraries in their states.
13. Is the “zip+4 needed? For GIS? For anything else? Many states expressed difficulty in getting this data. Consider dropping if not needed. Referred to Data Elements Subcommittee by Data Collection Subcommittee.
14. If there is no address for the library’s physical location, report the nearest crossroad intersection. (-1 is an acceptable response meaning “we do not know what it is”) Referred to Data Elements Subcommittee by Data Collection Subcommittee.

Data Use Subcommittee

Chair: Alan Zimmerman

Members: Ann Reed, Darla Cottrill, Marianne Kotch, Adrienne Chute, Bob Molyneux, Mike Freeman and Cynthia Ramsey.

Data on State Web Sites will continue to be a focus. ALL Mentors were asked to become familiar with their state web pages. The criteria for web site best practices will be prioritized. The 10 criteria building blocks will be featured. An additional criteria identified by the Data Collection Subcommittee will be added: local public library data posted on the state web pages should be available without the need of proprietary software.

2003 Objectives were reviewed.

- Continued development of Molyneux's site
- Geo Library Web site – Local Use of Geo Library
- Promote awareness of NCES tools
- ID Eckard Award Winners
- Monitor use of NCES & NCLIS web sites
- Historical tracking of the number of libraries 1999 – 2003. What happened?
- Hands-on training Excel & Access on Sunday after New SDC Session (SDC's will be informed that basic knowledge of Access and Excel are required.)
- A survey on training needs
- Ann Reed will identify success stories of local library data use
- Analyze data received on Number of Users of Electronic Resources to see a trend is developing.
- Link to state on-line data collection forms

FSCS Steering Committee To Do List

NCES: Highlight revisions to definition changes so that SDC's can quickly spot changes.
[CENSUS already highlights revisions to edits. Census will also highlight the advanced copy of import specifications for the current collection from now on.]

Subcommittee Chairs

- Send Goals and Objectives to Marianne Kotch.
- Edit draft of Subcommittee reports and send revised copy to Kim Miller

Mentors

- Encourage all states to link to Bob's NCLIS WEB site.
- Discuss circulation concern with SDC's – libraries may be reporting a variety of non-circulation transactions as a result of using automated systems to monitor a variety of services.
- Verify that libraries with NLS talking book deposits are NOT including circulation of these materials in FSCS reports.
- Become familiar with all assigned state web sites.

Patience Fredriksen will send revised policy & procedures to Keith Lance for March meeting.

Marianne Kotch

- Send Goals and Objectives to Steering Committee members.
- Send a letter to IMLS endorsing the GeoLib (PLGDB) project.

Keith Lance

- Post the web site address for library districts and a comparison with what is currently being reported to FSCS. Recommend that SCS reconcile their numbers.
- Try to identify the source of the Library District Data used for the Census web site.

Libby Law send the "to do" list to Kim Miller.

Kim Miller: Post information about how to borrow the notebook of state data collection forms.

Al Zimmerman will take the collecting of names systems/cooperatives in states to the StLAS Steering Committee.

Who is to develop an emergency evacuation plan?